ProQuest®

How to Use ProQuest

for ASCII/Image

Item #96-006

How to Use ProQuest® Searchware

for ASCII/Image

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Item #96-006

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Welcome

Welcome to ProQuest Searchware, UMI's powerful, easy-to-use software resource. ProQuest databases cover a wide range of information to suit your needs. While each ProQuest database is unique in content, they all feature the same search software, record format, and other similarities.

The ProQuest database you are using falls into one of the following types:

- **ProQuest ASCII**—abstracts and indexing, or abstracts and indexing with accompanying articles in ASCII full-text format. Examples of these types of ProQuest databases are: **Periodical Abstracts** and **The New York Times®**.
- **ProQuest Image**—abstracts and indexing with matching material in full-image format. Examples of these types of ProQuest databases are: **Business Periodicals *Global*** and **Magazine Express**.

About this Guide

Included in this guide are instructions for using ProQuest Searchware for ASCII/Image, including how to search, display, and print database records. (You may sometimes notice slight variations in functionality behavior or availability as you use ProQuest Searchware with different UMI database products.)

To best use this guide, you first need to determine what type of ProQuest database(s) you have. If you have an Image product, for instance **Magazine Express**, then the sections near the end of this guide entitled *View the Image* and *Periodical Directory* will be helpful to read. Consult the Table of Contents and the Index to find the precise topic you are looking for.

Other documentation guides cover more information on ProQuest Searchware. The *ProQuest® Searchware Administrator's Guide* contains instructions for installing, maintaining library holdings data, changing settings and tracking system statistics. Additionally, a *ProQuest® Database Documentation* booklet, available for every ProQuest database, contains information on content, scope, and other "database-specific" items.

Documentation Conventions

This user's guide assumes that you are familiar with operating IBM®-compatible personal computers.

As you use this guide, please note these documentation conventions:

- The term "cursor" is used for the visual indicator that appears as a reverse-video selection bar or a blinking box or line.
- Keys for moving up, down, left or right are represented by arrows: ↑ ↓ ← →.
- Function keys, at the left or top of most keyboards, are designated by an uppercase F followed by the number of the function key, for example, **F9**.
- Two key names separated by a plus (+) sign means that you press both keys simultaneously to perform the function, for example **ALT + F10**.
- The term "save" is used throughout the guide for the process of downloading records to a disk file. You must have a preformatted diskette to save records. The diskette should be formatted in the computer you will use to view records or in a compatible model.

Help is Always Available

ProQuest is designed for ease of use. Basic directions for moving forward and back are displayed at the bottom of each screen or window. If you need more help, ProQuest offers several ways to get it.

Guided Help

If this option has been enabled by the system administrator or any other person(s) responsible for installing and maintaining your ProQuest database, a window appears on every search screen with instructions on how to proceed with your search. The window disappears as soon as you press any key. You may deactivate Guided Help through the Search Options selection in the Commands window (F2).

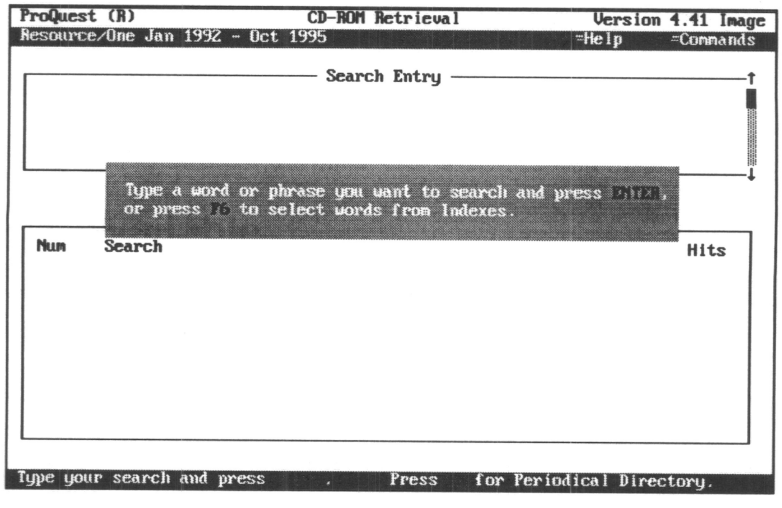
ProQuest (R) CD-ROM Retrieval Version 4.41 Image
Resource/One Jan 1992 - Oct 1995 =Help =Commands
Search Entry
Type a word or phrase you want to search and press ENTER,
or press F6 to select words from Indexes.
Num Search Hits
Type your search and press . Press for Periodical Directory.

Figure 1: Guided Help window.

F1 for Help

At any time, press F1 to view a message that explains the function you are in or the next step to take. Help messages appear in the lower part of the screen and are context-sensitive. Press ESC to remove the Help window and continue.

How To... for In-depth Help

How To... is an option you may select from the Commands window (F2). **How To...** presents you with a menu of topics from which you may view information. **How To...** describes how to use every function and presents in-depth information to supplement the Help screens. Highlight a topic using ↑ ↓ ← → and press ENTER. **How To...** can be browsed by topic or read page-by-page as a tutorial.

How To... also contains an introductory section that lists all searchable fields in your database. Move through the screens to learn the field names, field contents and their respective abbreviations.

When you select **How To...** from a Commands window, the current search is suspended until you press ESC. From the **How To...** screens, ESC returns you to the place you left.

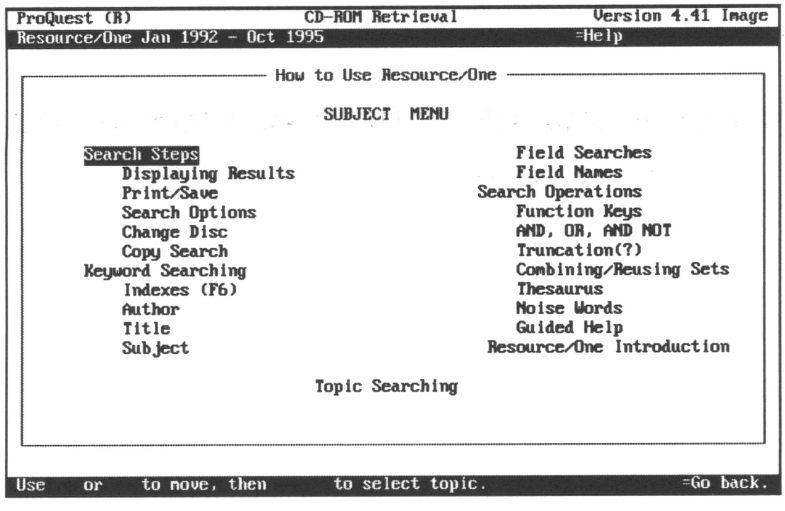

Figure 2: The How To... screen.

F2 for Commands

The Commands window, F2, is an important ProQuest function. The Commands window lists what commands are currently available to you and lets you select search options.

The Commands window lists different commands, depending on where you are in a search. Press F2 to open the Commands window in the upper right corner of the screen. Use ↑ ↓ to scroll through the list. A one-line message at the bottom of the window summarizes each command.

To execute a command, you may either press the key(s) listed next to the command or highlight the line and press ENTER. To close the window without executing a command, press ESC.

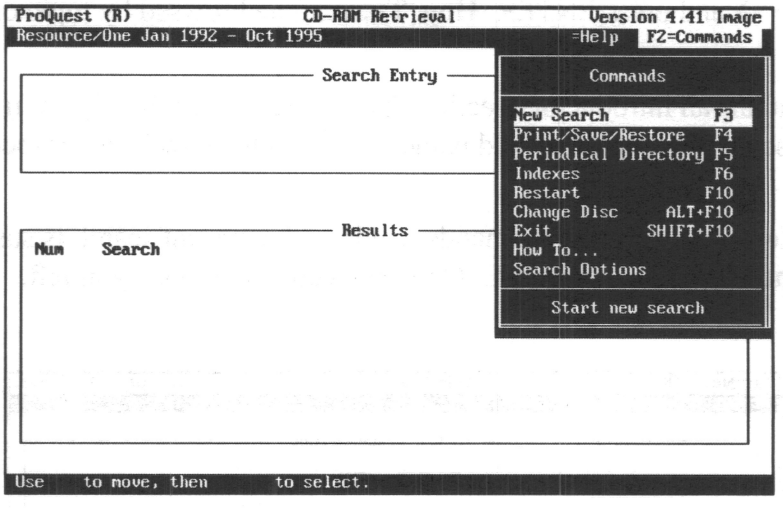

Figure 3: The Search screen Commands window.

Standard Keyboard Keys

Operate ProQuest using the keys as shown below.

Press:	Result:
ENTER	Move the search forward by executing commands.
ESC	Move backward to the previous operation or screen, or halt a working function.
↑ ↓	Move the cursor up or down one line.
← →	Move the cursor left or right one space at a time.
INS DEL	At the Search Entry window, insert or delete a character at the cursor.
BACKSPACE	At the Search Entry window, erase the character to the left of the cursor.
TAB	On the Search screen, switches the cursor between the Search Entry and Results windows. On the Full Record Screen, moves to next (TAB) occurrence or previous (SHIFT + TAB) occurrence of the search term(s). For some ProQuest databases, this action switches between fields in the Article Request Submission area and in the Periodical Directory.
PgDn PgUp	Move to the next or previous screen.
+ -	At the Title and Full Record screens, move to the beginning of the next (+) or previous (-) record.
SPACEBAR	At the Search Entry window, moves the cursor over one space at a time. On the Title and Full Record screens, marks or unmarks individual titles.
HOME/END	Takes users to the beginning and end of Titles and Full Record screens.

ProQuest Function Keys

This chart describes ProQuest Searchware operations controlled by function keys. Function keys are usually located along the top or side of standard keyboards.

Press:	Result:
F1	**Help.** Open context-sensitive Help windows.
F2	**Commands.** View available commands in a window at the top right of the screen. Highlight a command and press ENTER to execute it.
F3	**New Search.** Begin a new search or clear the Search Entry window.
F4	**Print/Save.** Select output format and destination, and print or save items to a file. **Print/Save/Restore.** At the Search Entry screen, print, save or restore up to 50 search statements. **Print Entire Image Document.** While viewing an image, pressing F4 will print the entire document. *For Image systems only.*
SHIFT + F4	**Print Current Image Page.** While viewing an image, press SHIFT + F4 to print the current image page. *For Image systems only.* **Display Log.** For ProQuest PowerPages systems, in the Article Request Submission area, display a list of articles submitted for request processing.
F5	**Periodical Directory.** Select articles from periodicals with full images available. *For Image systems only.*
SHIFT + F5	**Review Marked Terms.** Review index terms you marked for searching.
F6	**Indexes.** Choose a term from a selected index of the database. **Select an Article.** When viewing images, press F6 to select an article. *For Image systems only.*
SHIFT + F6	**Select a Page.** When viewing an image, press SHIFT + F6 to select a page. *For Image systems only.*
F7	**Display.** Move to the first record, skipping the title list. Also displays Library Holdings information, if available. **Reduce Images.** While viewing images, F7 reduces the onscreen image. SHIFT + F7 reduces in smaller increments. *For Image systems only.*
F8	**Thesaurus.** In the Indexes (F6), select and mark terms from a complete list of the subject terms. See the *Select from the Thesaurus* section in this documentation. *Note: Some ProQuest databases do not use a Thesaurus.* **Enlarge Images.** While viewing images, F8 enlarges the onscreen image. SHIFT + F8 enlarges in smaller increments. *For Image systems only.*
F9	**Mark/Unmark Items.** Mark or unmark individual items to print or save to a file. Also marks index terms to search.
SHIFT + F9	**Clear Marks.** Unmark all items.
F10	**Restart.** Erase all previous searches.
ALT + F10	**Change Disc.** If system is configured to allow it, change to another ProQuest disc and retain the existing search statements and number of hits.
SHIFT + F10	**Exit.** If system is configured to allow it, leave ProQuest Searchware and return to the operating system.

Keyword Searching Steps

In a typical Keyword search, you will begin at the Select Database screen and progress through the Search, the Title and the Full Record screens. This section introduces the mechanics of searching: how to get from one screen to the next and what you can do at each step in the process.

Begin at the Search Screen

You will begin your search at the Search screen once you have selected a database and Keyword Searching. From any other screen, press F3 to begin a new search.

The Keyword Searching screen is divided into two windows: Search Entry and Results.

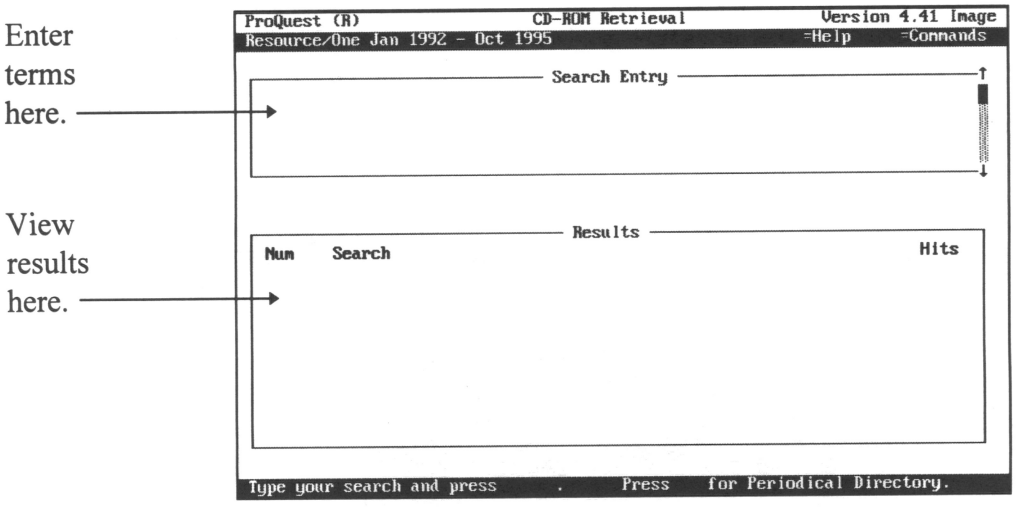
Enter terms here.
View results here.
ProQuest (R) CD-ROM Retrieval Version 4.41 Image
Resource/One Jan 1992 - Oct 1995 =Help =Commands
Search Entry
Results
Num Search Hits
Type your search and press . Press for Periodical Directory.

Figure 4: The Search screen.

Before beginning your search, you may turn several Search Options on or off, as described on the next two pages.

Search Options

You may tell the system how to process certain search terms by choosing Search Options through the Commands window (F2). You may enable/disable:

- **Search plurals.** This option allows you to search both plural and singular forms of words. If enabled, the system automatically searches both singular and plural forms of the word you enter unless:
  - The word ends in the vowels **a**, **i**, **o**, or **u**, as in **alumni** or **hero.**
  - The word ends in **as**, **is**, **os**, or **us**, as in **thesis** or **radius.**
  - The plural form changes the root of the word, as in **woman** and **women.**
  - The plural has an unusual form, as in **thief** and **thieves.**

  The default setting for this option is **No.**
- **Search spelling variants.** To search spelling variations of a word, enable this option. For example, if you enter **color,** the system will retrieve both **color** and **colour.**

  The default setting for this option is **No.**

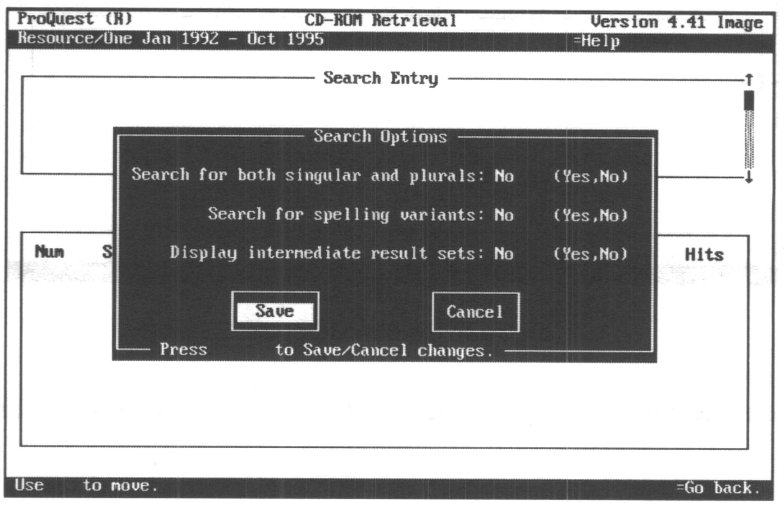

Figure 5: Search options.

- **Intermediate results.** This option gives you a usable search set for each term of a search statement as well as for the entire statement.
  - For example, if Intermediate results is set **Yes**, entering a statement such as **black holes AND galaxies** will result in three search sets: one for **black holes**, one for **galaxies** and one for the combination **black holes AND galaxies.**
  - If Intermediate results is set **No** in the example above, the system gives you a single search set for the combination **black holes AND galaxies.** This results in a faster search, but offers less flexibility in reusing search results.

  The default setting for this option is **No.**
- **Activate Guided Help.** This option allows you to turn Guided Help windows on or off.

  The default setting for this option is **Yes.**

  Note: This option will not appear if it is turned off by the system administrator or any other person(s) responsible for installing and maintaining ProQuest at your location.

To change search options, open the Commands window by pressing F2. Highlight **Search Options** and press ENTER. A window opens to a menu of options. To change an option, press the SPACEBAR to select **Yes** or **No** and press ENTER. To save your changes, highlight **Save** and press ENTER. To cancel your changes, highlight **Cancel** and press ENTER. *Note: When the system restarts, these options are reset to the orginal settings.*

Enter Search Terms

Begin by typing a word or phrase at the prompt. A search term may be a word or phrase, and may be up to 962 characters in length. Use the most specific word(s) possible to describe your topic. You may also select search terms from the Indexes (F6).

Press ENTER to begin the search.

Review Search Results

The Results window displays results for each search. Each word or term is given a set number that may be used in later searches. Up to the last 50 search sets are stored for later use.

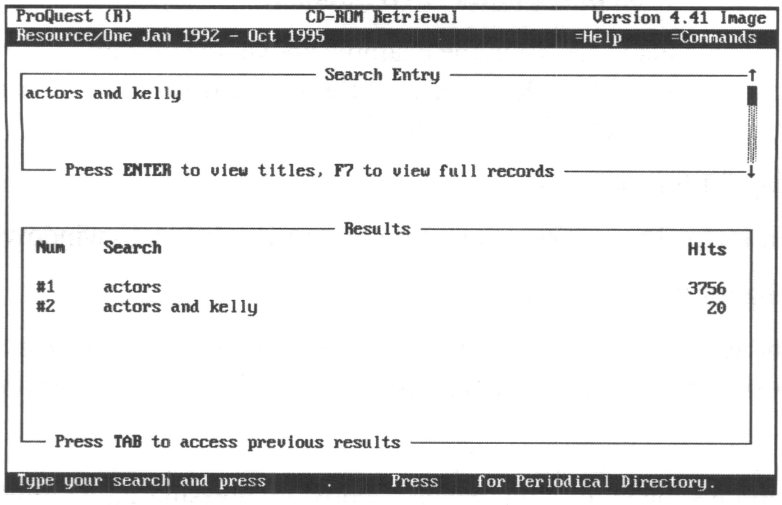
ProQuest (R) CD-ROM Retrieval Version 4.41 Image
Resource/One Jan 1992 - Oct 1995 =Help =Commands
Search Entry
actors and kelly
Press ENTER to view titles, F7 to view full records
Results
Num Search Hits
#1 actors 3756
#2 actors and kelly 20
Press TAB to access previous results
Type your search and press . Press for Periodical Directory.

Figure 6: The Search screen displays previous search results.

After viewing search results you may:

- Press ENTER to display the titles of the records retrieved by your search.
- Press F7 to bypass titles screen and view full records.
- Press TAB to move the cursor to the Results window. Use ↑ ↓ to highlight one of the search sets and press ENTER to view the Title list or F7 to see the Full Records. See *Display search results* later in this guide for more information.
- Press F3 to erase the term in the Search Entry window.

How to Stop a Search in Progress

You can interrupt a search by pressing ESC. A window opens for you to confirm the stop. Press ENTER to stop the search. Press → and ENTER to continue your search.

An interrupted search creates a usable search set, which is marked with an asterisk in the right margin in the Results window. If you use an interrupted search set in a later search, the initial statement is searched again before it is combined with other search terms.

Print/Save/Restore

The Print/Save/Restore function allows you to print the current search history (the most recent 50 search statements) to a printer, save the current search history to a disk file or restore a previously saved search history to the Results window.

- To print the current search history to a printer, press F4 while at the Search Entry screen. Choose **PRINTER** and press ENTER.
- To save the current search history to a disk file, press F4. Choose **FILE** and press ENTER. Type the drive letter and file name you want to save search results to and press ENTER. The default file name is A:\RESULT.OUT.
- To restore a previously *saved-to-file* search history to the results window, press F4. Choose **RESTORE** and press ENTER. Type the drive letter and file name of previous search results and press ENTER. The default file name is A:\RESULT.OUT.

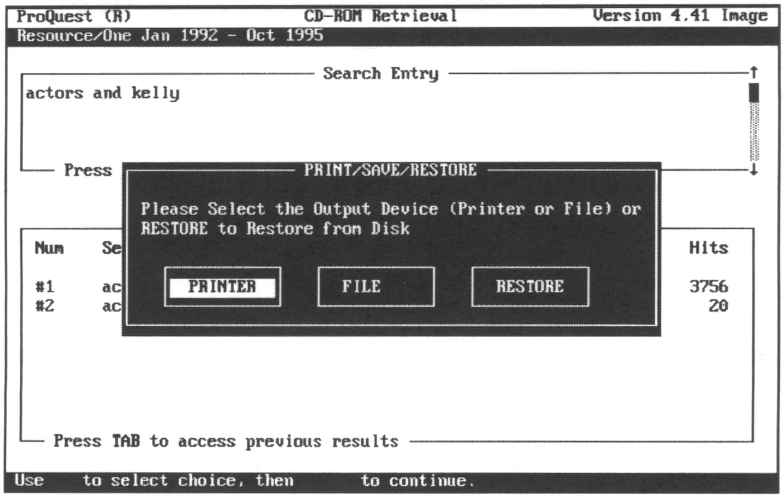

Figure 7: Print/Save/Restore.

View Titles or Full Records

The Title screen lists the title for each item retrieved in the search. For most databases, the most recent items are listed first.

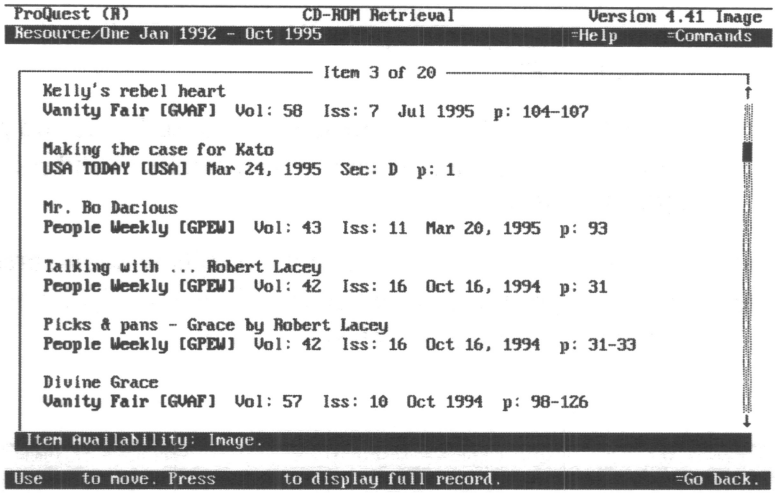
ProQuest (R) CD-ROM Retrieval Version 4.41 Image
Resource/One Jan 1992 - Oct 1995 =Help =Commands
Item 3 of 20
Kelly's rebel heart
Vanity Fair [GVAF] Vol: 58 Iss: 7 Jul 1995 p: 104-107
Making the case for Kato
USA TODAY [USA] Mar 24, 1995 Sec: D p: 1
Mr. Bo Dacious
People Weekly [GPEW] Vol: 43 Iss: 11 Mar 20, 1995 p: 93
Talking with ... Robert Lacey
People Weekly [GPEW] Vol: 42 Iss: 16 Oct 16, 1994 p: 31
Picks & pans - Grace by Robert Lacey
People Weekly [GPEW] Vol: 42 Iss: 16 Oct 16, 1994 p: 31-33
Divine Grace
Vanity Fair [GVAF] Vol: 57 Iss: 10 Oct 1994 p: 98-126
Item Availability: Image.
Use to move. Press to display full record. =Go back.

Figure 8: The Title screen.

The Full Record screen shows the complete record for each item retrieved in the search. Full Records may include the bibliographic citation, indexing and abstract.

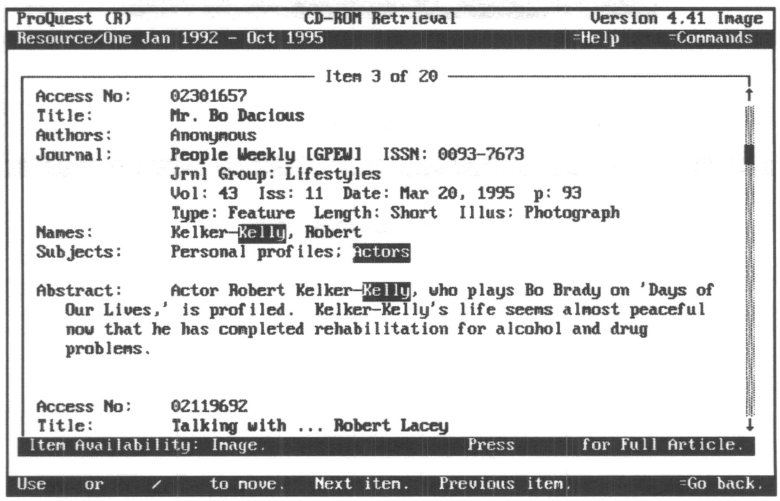
ProQuest (R) CD-ROM Retrieval Version 4.41 Image
Resource/One Jan 1992 - Oct 1995 =Help =Commands
Item 3 of 20
Access No: 02301657
Title: Mr. Bo Dacious
Authors: Anonymous
Journal: People Weekly [GPEW] ISSN: 0093-7673
Jrnl Group: Lifestyles
Vol: 43 Iss: 11 Date: Mar 20, 1995 p: 93
Type: Feature Length: Short Illus: Photograph
Names: Kelker-Kelly, Robert
Subjects: Personal profiles; Actors
Abstract: Actor Robert Kelker-Kelly, who plays Bo Brady on 'Days of Our Lives,' is profiled. Kelker-Kelly's life seems almost peaceful now that he has completed rehabilitation for alcohol and drug problems.
Access No: 02119692
Title: Talking with ... Robert Lacey
Item Availability: Image. Press for Full Article.
Use or / to move. Next item. Previous item. =Go back.

Figure 9: The Full Record screen.

At either screen, you can use the SPACEBAR (or F9 with newspaper databases—*New York Times*, *USA Today*, *Wall Street Journal*) to mark records for printing or saving to a disk.

For more information, see "Display Search Results" later in this guide.

Item Jump

Item Jump allows you to move through the Title and Full Record screens without paging down or scrolling down. To use Item Jump, press F2 at the Title or Full Record screens. To see the Item Jump screen, highlight **Item Jump** and press ENTER. Type the number of the item you want to jump to and press ENTER.

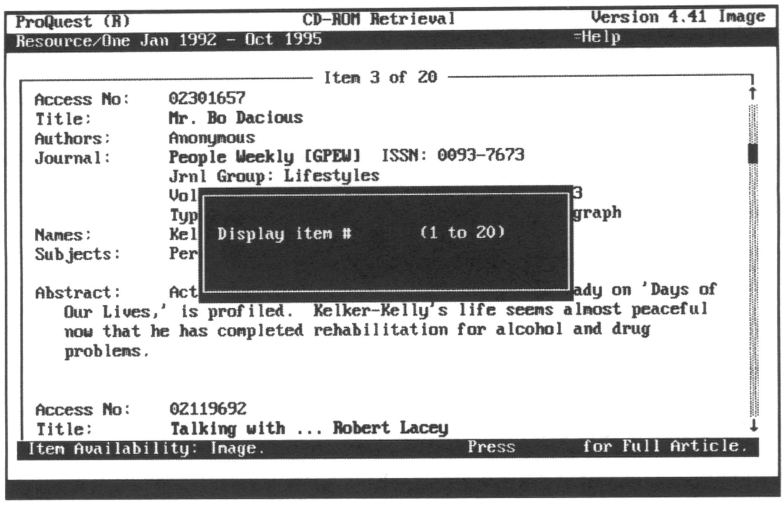
ProQuest (R) CD-ROM Retrieval Version 4.41 Image
Resource/One Jan 1992 - Oct 1995 =Help
Item 3 of 20
Access No: 02301657
Title: Mr. Bo Dacious
Authors: Anonymous
Journal: People Weekly [GPEW] ISSN: 0093-7673
Jrnl Group: Lifestyles
Vol
Typ
graph
Names: Kel
Subjects: Per
Display item # (1 to 20)
Abstract: Act
ady on 'Days of
Our Lives,' is profiled. Kelker-Kelly's life seems almost peaceful
now that he has completed rehabilitation for alcohol and drug
problems.
Access No: 02119692
Title: Talking with ... Robert Lacey
Item Availability: Image. Press for Full Article.

Figure 10: Item Jump screen.

Note: If your search retrieved more than 2500 items, only the first 2500 items are displayable. (2500 is the highest number of items that ProQuest can display. The default item display setting is 400. Your administrator can use Change Settings to reset this value.)

Press F4 to Print or Save to a File

While viewing titles or records, you may print items or save them to a disk file. ProQuest allows you to print or save the items you marked, items you didn't mark, the item that is currently highlighted or all items retrieved in your search, up to a maximum of 9999 records (the actual amount may be limited by the administrator). You may print or save the entire record or only the bibliographic citation.

Full details on printing and saving are in *Print or save records* later in this guide.

These are the basic steps for completing a ProQuest search. Continue reading for more detailed descriptions of your ProQuest database's capabilities.

Keyword Search Techniques

ProQuest offers two basic approaches to keyword searching. You may type terms in the Search Entry window or you may select from lists of terms in Indexes (F6).

Searching ProQuest can be as easy as entering a single word in the Search Entry window. If your topic is complex or if a single-word search retrieves too many or too few records, you may wish to use ProQuest's special search features. This section discusses your search strategies:

- Search simple words or phrases
- Select terms from one or more database Indexes (F6)
- Select terms from the Thesaurus (F8) *Note: Some ProQuest databases do not use a Thesaurus.*
- Search specific record fields
- Use proximity or logical operators to connect terms
- Truncate terms to retrieve variant endings
- Use parentheses to group terms
- Modify a previous search statement
- Use a previous search statement in a new search
- Revise a previous search statement [Copy Search].

Search Words or Phrases

This is the most basic ProQuest search. When you enter a word or a phrase, the system searches the Basic Index for a match. The Basic Index varies from database to database, but generally includes the title, author, subject terms and abstract or text. Your ProQuest database-specific documentation booklet details the contents of the Basic Index.

Here are some tips for entering words and phrases:

- **Plurals.** The user can choose to search both singular and plural forms of most words. If chosen, a note at the top of the Search Entry window reads

  Search Entry (Plurals Included)

  Select this Search Option through the Commands window (F2).

- **Spelling.** Some databases contain spelling variations. The user can choose to allow a term such as color to retrieve both variations: color and colour. If chosen, a note at the top of the Search Entry window reads

  Search Entry (Variants Included)

  Select this Search Option through the Commands window (F2).

- **Noise words.** Many phrases contain words that are too general to be useful in searching. The system ignores these "noise words" and proceeds with the search. Noise words are listed at the end of the database-specific documentation.

- **Spacing.** When you enter two words separated by a space, the system assumes the first word must immediately precede the second.

- **Punctuation.** In most fields, punctuation in a search term is treated as a space.

Select from the Indexes

Instead of typing a word or phrase, you may choose one or more directly from one of the field Indexes. The Indexes are lists of all the terms that appear in specific fields and the number of records in which each appears. The Indexes are especially useful for finding the exact spelling or form of a word or name.

Follow these steps to use the Indexes:

1. From the Search Entry window, press F6. A menu of available field Indexes appears in a window below the Search Entry window. Use ↑ ↓ to select the Index you want to search and press → or ENTER.
2. The Terms window opens to the first term in the index, located to the right of the highlighted Index.

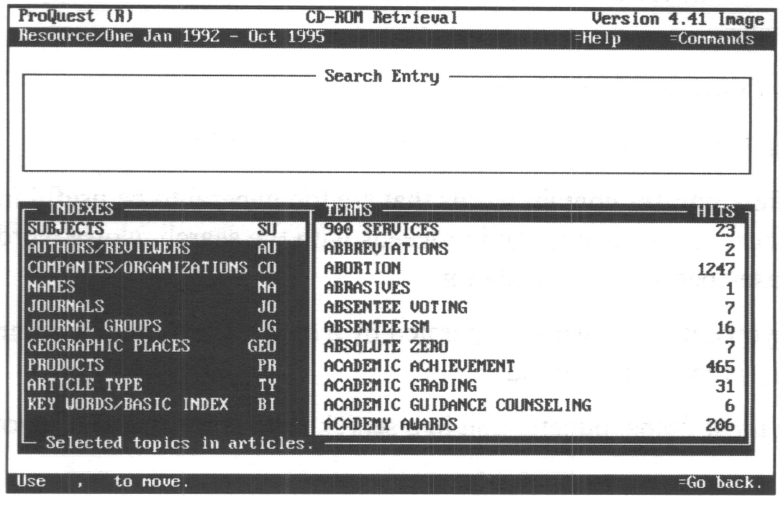

Figure 11: Press F6. Select from the list of available Indexes.

3. Use PgUp, PgDn, ↑ ↓ to move to the word or phrase, or type letters until the term you want is highlighted. Press F9 to mark a term for later transfer to the Search Entry window. Up to 25 terms may be marked.

   Note that if you want to search one term only, press ENTER to transfer the term directly to the Search Entry window and close the Index. If you wish to mark multiple terms and change the operator AND and OR, proceed with Step 4.

4. While you are in the Indexes, press SHIFT + F5 to review marked terms and their logical operators. Press SPACEBAR to toggle between the operators AND and OR. Press DEL to delete a term. Press ESC to leave this screen.

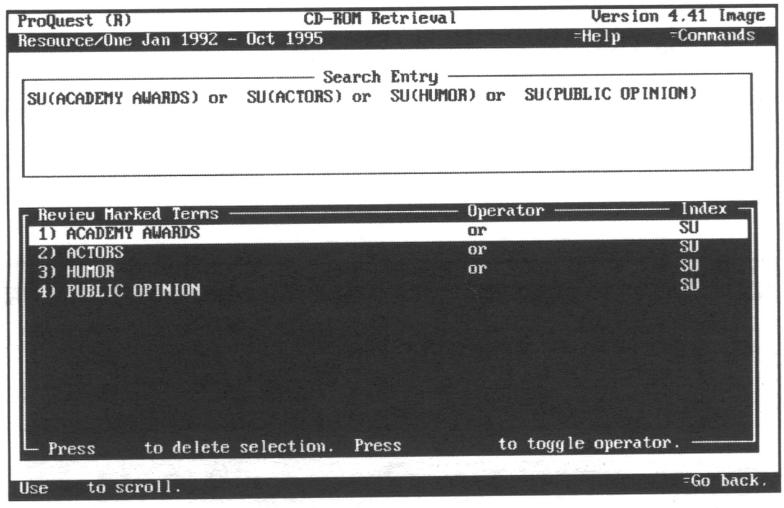
ProQuest (R) CD-ROM Retrieval Version 4.41 Image
Resource/One Jan 1992 - Oct 1995 =Help =Commands
Search Entry
SU(ACADEMY AWARDS) or SU(ACTORS) or SU(HUMOR) or SU(PUBLIC OPINION)
Review Marked Terms Operator Index
1) ACADEMY AWARDS or SU
2) ACTORS or SU
3) HUMOR or SU
4) PUBLIC OPINION SU
Press to delete selection. Press to toggle operator.
Use to scroll. =Go back.

Figure 12: Review marked terms.

5. As needed, type in additional search terms, choose again from an Index or use a set number from a previous search. Remember to use logical or proximity operators between terms.

   Note that every term selected from an Index (except the Basic Index) is passed to the Search Entry window as a field-specific search.

6. When your search statement is complete, press ENTER to begin the search.

When you are in the Indexes, you may press ESC to remove the marked term(s) from the Indexes Search Entry window and return to the Search screen. The marked term(s) will still be active if you return to the Indexes. You may also remove all marked terms from the Indexes Search Entry window by pressing SHIFT + F9. The marked terms will not be active if you return to the Indexes. Searching the terms also removes them from the Indexes Search Entry window.

Select from the Thesaurus

You may select Thesaurus terms (F8) from the Subjects Index (F6), if the Thesaurus is available with your database. The Thesaurus contains the controlled vocabulary – a list of specialized indexing terms that provide subject access to each item in the database. Each Thesaurus entry may contain related, broader and/or narrower terms.

Follow these steps to use the Thesaurus:

1. Press F6 to activate the available Indexes.
2. Highlight the Subjects Index and press → or ENTER to move to the Terms window.

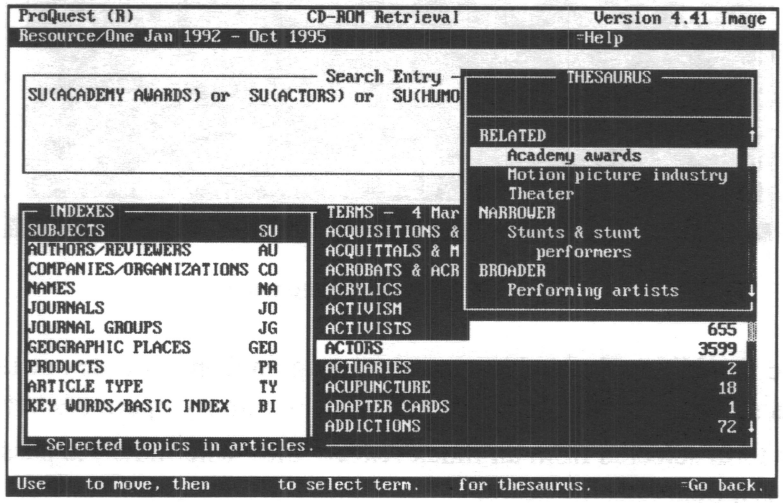

Figure 13: A Thesaurus entry.

3. Use ↑ ↓ to highlight a term. You may also type the letters of a term to move to that term.
4. With the term highlighted, press F8. A Thesaurus window appears in the upper right corner of the screen.
5. Use ↑ ↓, PgUp PgDn, HOME or END to browse through and highlight RELATED, BROADER and/or NARROWER terms.
6. You may press ENTER to move to the highlighted term in the Subjects Index, where it can be marked for searching, or you may press F8 again on the highlighted term to view more related terms in the Thesaurus.
7. After selecting any terms and pressing ENTER to return to the Subjects Index, you may press F9 to mark the term(s) for searching. Press ENTER to move the term(s) from the Indexes Search Entry window for searching.
8. Press ENTER again to search your term(s).

Search Record Fields

Each record is broken into fields. Some of the main fields found in all databases are the title, author, subjects, article text or abstract. To find specific information, you can limit a search to a record field by entering the field code followed by the search term in parentheses. The following example demonstrates how to search for records with the word cash in the title field:

TI(Cash)

The fields included vary from database to database. For a complete list of field codes, see **How To...** (available by pressing F2) or the database-specific documentation booklet for your ProQuest database.

The Indexes (F6) function provides an easy way to create a field-specific search. When you select a word or phrase from one of the Indexes, a search term with the correct field name and punctuation is created.

Some fields, such as Author, are much easier to search through their Indexes since the information is presented in a very specific format:

AU(Smith, J. R., Jr.)

Special Field Treatment

Because of the way ProQuest Searchware processes search terms, some fields must be searched in special ways. The major field types, and search treatments, are:

- **Word.** This is the default field type. When you enter a search term of more than one word, the system searches the term as entered, assuming the words are next to each other.
- **Literal.** Some fields must be searched exactly as they appear on screen. For example, to search an ISSN you must include the hyphen: **SN(0038-7891).**

For every ProQuest product, a database-specific booklet is provided that discusses each field in the database. The fields are also described in **How To...** (available by pressing F2). Consult either of these sources for more information on field searching.

Use Operators to Combine Search Terms

An operator is a word that links two or more search words or phrases and tells the system how to process the resulting combination.

Proximity operators enable you to specify how near one term must be to another and in what word order. They are especially useful for searching full-text databases.

Proximity operators

W/*n*	First term must be within *n* words of the second, any word order. For example, **computer w/1 data** retrieves phrases such as **computer generated data**, **computer simulated data**, and **data processing computer**.
PRE/*n*	First term must precede second by up to *n* words. For example: **European PRE/2 Community** retrieves **European Community**, **European Economic Community**, **European Airline Community**, and **European Business Community.**
[Note: one word equals 10 characters]	

Logical operators specify the terms to be found and in what combination.

Logical operators

AND	Narrows a search. Both terms must be in the record. For example: **black holes AND galaxies**
OR	Broadens a search. Either or both terms must be in the record. For example: **HDTV OR high definition television**
AND NOT	Narrows a search. First term must be in the record and the second term must not be in the record. For example: **architecture AND NOT computer**

Truncate to Retrieve Variant Forms

To retrieve all the variations of a root word, enter the root followed by a question mark (?). For example, entering **accelerat?** retrieves **accelerator** and **accelerated**, while the root **accel?** also retrieves **accelerometers** and **accelerographs.**

You may also retrieve variant forms by allowing the system to automatically search plurals and variations of words. You may enable these features through the Commands window (F2) feature Search Options.

Use Parentheses to Group Terms

ProQuest generally processes a search statement from left to right. If a statement contains operators, the system will process them in the following order: OR, PRE/*n*, W/*n*, AND, AND NOT.

To clarify or change the order, you may enclose part of the statement in parentheses. The system always processes the expression inside the parentheses first. Parentheses often are useful in grouping concepts in a complex search, such as: **EC OR (European AND Community).**

Modify a Previous Search Statement

Once you have seen the results of your search, you may decide to modify your search term, particularly if:

- **A search retrieves no records.** Enter a different term or synonym in the Search Entry window.
- **A search retrieves too many records.** Delete a term, use AND, AND NOT, W/*n* or PRE/*n* to add a term, or choose a more specific term to narrow the search.
- **A search retrieves too few records.** Use the OR operator to add a term, choose a more general term to broaden the search or truncate to look for variant forms of the term.

Modify your search statement at the Search Entry window. If the cursor is in the upper left corner of the Search Entry window, you may enter a completely new search statement or you may modify the existing search statement in a number of ways.

To enter a new search statement, press F3 and begin typing it at the prompt. The current search statement disappears automatically. Use any of the techniques on the preceding or following pages to modify a search statement.

Use a Previous Search Set

Each word in a search statement is assigned a set number. You may use this set number to include previous search results in any new strategy. To use a previous search set:

1. Type the number sign (#) followed by the set number:**#1.**
2. Add an operator followed by terms or other set numbers. Below, the searcher adds **and na(edison)** to search **#1**.
3. Press ENTER to start the search.

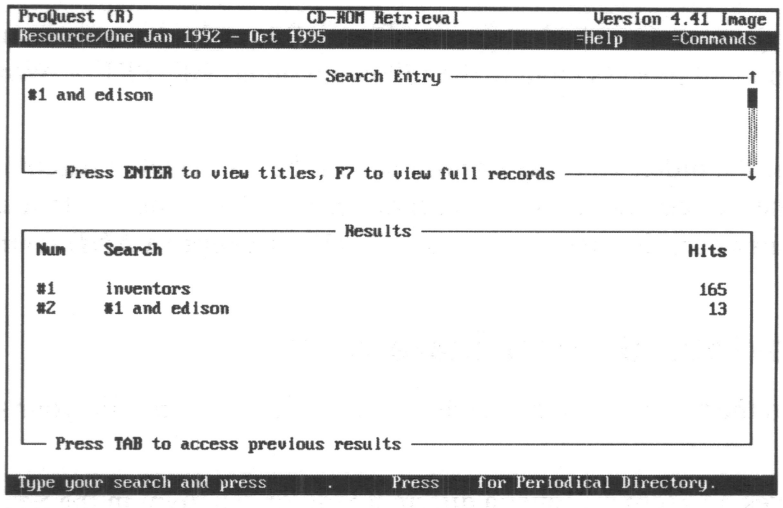
ProQuest (R) CD-ROM Retrieval Version 4.41 Image
Resource/One Jan 1992 - Oct 1995 =Help =Commands
Search Entry
#1 and edison
Press ENTER to view titles, F7 to view full records
Results
Num Search Hits
#1 inventors 165
#2 #1 and edison 13
Press TAB to access previous results
Type your search and press . Press for Periodical Directory.

Figure 14: Add terms to a previous search.

Revise a Previous Search Statement [Copy Search]

You may want to revise a previous search statement if you misspelled a word or if you need to add or delete a word or character. If the statement is still in the Search Entry window, use ← to move the cursor and edit the statement.

If you want to revise an earlier search statement:

1. Press TAB to move the cursor to the Results window. Use ↑ ↓ to highlight a Previous Search.
2. Press F2 to open the Commands window in the upper right corner of the screen. Highlight **Copy Search** and press ENTER. The highlighted search is transferred to the Search Entry window.
3. Edit the statement using BACKSPACE, INS and DEL. Press ENTER to start the search when the statement is the way you want it.

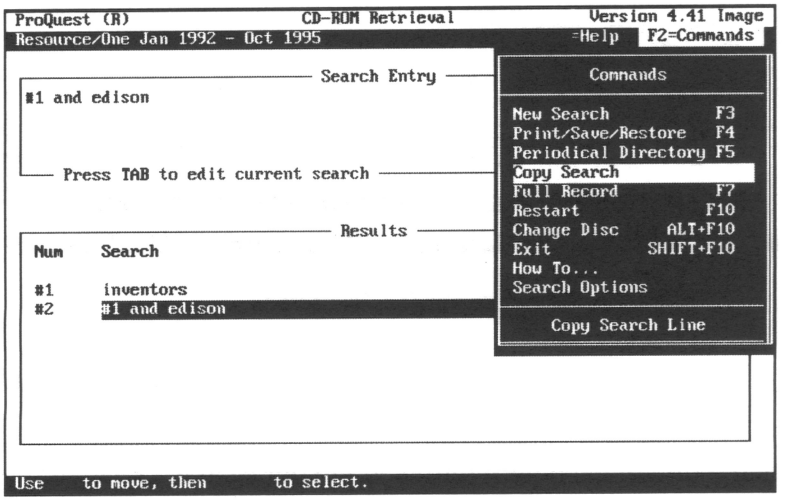

Figure 15: Copy Search command.

Display Search Results

Once you have created a search in ProQuest, there are two ways to view the information. The Title screen displays the full title for each available record. The Full Record screen displays all the information available for the record.

Display Titles

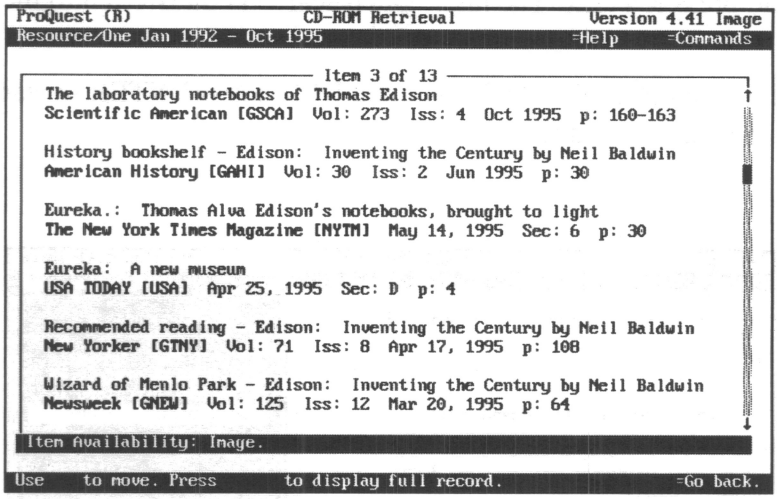
ProQuest (R) CD-ROM Retrieval Version 4.41 Image
Resource/One Jan 1992 - Oct 1995 =Help =Commands
Item 3 of 13
The laboratory notebooks of Thomas Edison
Scientific American [GSCA] Vol: 273 Iss: 4 Oct 1995 p: 160-163
History bookshelf - Edison: Inventing the Century by Neil Baldwin
American History [GAHI] Vol: 30 Iss: 2 Jun 1995 p: 30
Eureka.: Thomas Alva Edison's notebooks, brought to light
The New York Times Magazine [NYTM] May 14, 1995 Sec: 6 p: 30
Eureka: A new museum
USA TODAY [USA] Apr 25, 1995 Sec: D p: 4
Recommended reading - Edison: Inventing the Century by Neil Baldwin
New Yorker [GTNY] Vol: 71 Iss: 8 Apr 17, 1995 p: 108
Wizard of Menlo Park - Edison: Inventing the Century by Neil Baldwin
Newsweek [GNEW] Vol: 125 Iss: 12 Mar 20, 1995 p: 64
Item Availability: Image.
Use to move. Press to display full record. =Go back.

Figure 16: The Title screen.

To display a list of titles your search retrieves, press ENTER after the final results are tallied in the Results window.

The Title screen lists the title of each item retrieved in your search. Generally, the most recent records appear first.

Use ↑ ↓ or + - to move through the list one title at a time, and PgDn or PgUp to move to the next or previous screen.

To mark records for printing or saving to a file, use ↑ ↓ to move to a title and press SPACEBAR. See *Print or save records* for details.

From the Title screen you may view a full record by highlighting a title and pressing ENTER.

Display Full Records

To display the full records retrieved by your search:

- Press ENTER from the Title screen to view the full record of the highlighted title.
- From the Search Entry window, press F7 to bypass the Title screen and move directly to the first full record of the retrieved set.

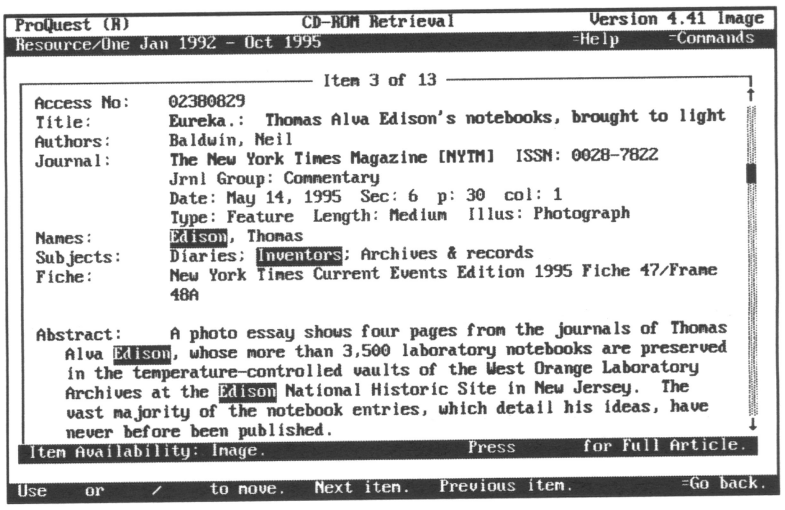
ProQuest (R) CD-ROM Retrieval Version 4.41 Image
Resource/One Jan 1992 - Oct 1995 =Help =Commands
Item 3 of 13
Access No: 02380829
Title: Eureka.: Thomas Alva Edison's notebooks, brought to light
Authors: Baldwin, Neil
Journal: The New York Times Magazine [NYTM] ISSN: 0028-7822
Jrnl Group: Commentary
Date: May 14, 1995 Sec: 6 p: 30 col: 1
Type: Feature Length: Medium Illus: Photograph
Names: Edison, Thomas
Subjects: Diaries; Inventors; Archives & records
Fiche: New York Times Current Events Edition 1995 Fiche 47/Frame 48A
Abstract: A photo essay shows four pages from the journals of Thomas Alva Edison, whose more than 3,500 laboratory notebooks are preserved in the temperature-controlled vaults of the West Orange Laboratory Archives at the Edison National Historic Site in New Jersey. The vast majority of the notebook entries, which detail his ideas, have never before been published.
Item Availability: Image. Press for Full Article.
Use or / to move. Next item. Previous item. =Go back.

Figure 17: A sample Full Record screen.

The Full Record screen shows the full records retrieved by your search. Generally, the most recent records appear first, followed by progressively older ones.

Use PgUp PgDn, ↑ ↓ to move through records.

Use + - to move to the next or previous record.

Use the SPACEBAR to mark records for printing or saving to a disk. See *Print or save records* for details.

Use the TAB key to move to the highlighted search within the record. Use SHIFT + TAB to return to the previous highlighted search within the record.

Item Jump

Item Jump allows you to move through the Title and Full Record screens without having to page down or scroll down. To use Item Jump, press F2 at the Title or Full Record screens. To see the Item Jump screen, highlight **Item Jump** and press ENTER. Type the number of the item you want to jump to and press ENTER. *Note: Item Jump will not jump past the maximum number of records set by the system administrator or person(s) responsible for installing and maintaining ProQuest at your location.*

Mark Titles or Records for Printing/Saving to a Disk

As you view titles or full records, you may select specific records to print or save to a disk.

- On the Title screen, move the cursor to the title you want and press SPACEBAR or F9 to mark it.
- On the Full Record screen you may mark either the entire record or just part of it. To mark the entire record press the space bar. To mark part of the record, move the cursor to the beginning of the text to be marked and press F9. Now move the cursor to the end of the text to be marked and press F9.

A narrow highlighted bar appears to the left of the title or full item, indicating that the system has tagged the record for printing/saving.

Clear Marks

If you decide not to print or save one or more highlighted items:

- Press the SPACEBAR a second time to unmark individual records at either the Title or Full Record screen.
- Press SHIFT + F9 to clear all marks at once.

Print or Save Textual Records

To print individual or multiple items, or to save them to a disk, follow the instructions below.

F4 to Print or Save to a File

ProQuest software gives you many print/save choices. When you press F4, default Print/Save Options are displayed in a window. You may press ENTER to begin output, or you may easily change Print/Save Options before printing or saving.

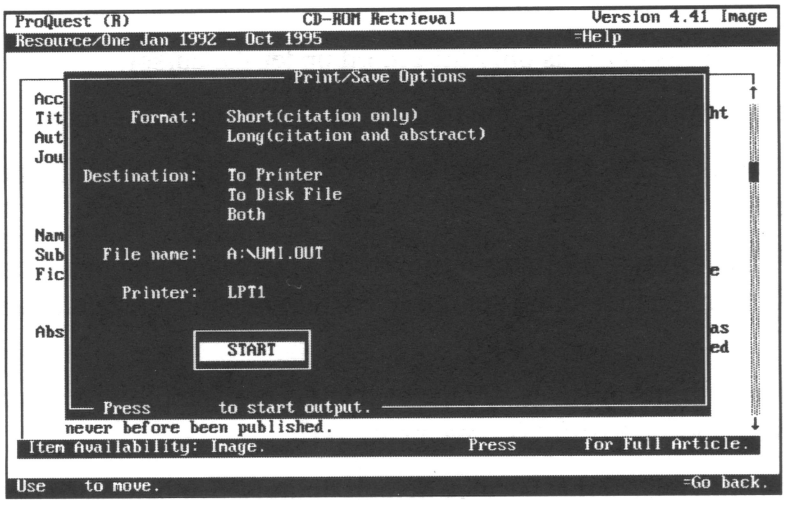

Figure 18: Select options for printing or saving.

Print/Save Options

Default Print/Save Options are configured when the system is set up. Temporarily change them by selecting from the following options:

Format:

- **Short (citation only).** Includes the bibliographic citation.
- **Long (citation and abstract).** The complete record, including bibliographic citation, indexing, and abstract. In full-text databases, the Long format prints the full text of the article.

Destination:

- **To Printer.** Prints records on paper.
- **To Disk File.** Saves records to a disk. (Insert a formatted diskette into drive A: or B: to save records.)
- **Both.** Simultaneously prints and saves records to a disk.

File name:

- **File name.** If your system allows it, you may select a different drive and change the file name (up to eight characters followed by a period and a three-letter extension).

Printer:

- Printer port. The default is LPT1. With the cursor in this field, press the SPACEBAR to direct output to LPT2.

When all of the output options are set as you want them, select START and press ENTER. ProQuest then prompts you to specify which items (detailed below) you want to output.

Output Items

- **Current Item.** Prints or saves only the record under the cursor.
- **Marked Items.** Applies only if you marked titles or records for output.
- **Unmarked Items.** Applies if you marked items for output. Will output those records that aren't marked.
- **All Items.** Prints or saves all items retrieved by your search, up to a preset maximum. If more records than the maximum are retrieved, only the most recent records are printed or saved.
- **Range of Items.** Prints or saves a range of items. For example, if a search retrieved 50 items, you may choose to print or save items 1-10.
- **Change Print/Save Options.** Change default options. See below for steps.

Changing Print/Save Options

You may change the default options by following these steps:

1. Use ↑ ↓ to move to the option you want to change.
2. Press SPACEBAR to change the option.
3. Move to the next option you want to change using ↑ ↓ and repeat the steps above.

After you change Print Options, use ↑ ↓ to highlight **Start** and press ENTER. The Print/Save Items window appears. Use ↑ ↓ to highlight your choice and press ENTER to begin printing or saving records. You may press ESC at any time to suspend output. When printing/saving is complete, press ENTER to return to your search.

The Next Step

After completing a search and reviewing the results, you can:

- Begin another search
- Change to another disc in the current database if it is a multi-disc set
- Search another ProQuest database
- Restart and erase all search statements.

Note that if you are a ProQuest Image database user, or you are searching ProQuest on a PowerPages system, you can proceed with further steps. Consult the *View the image*, *Article Request Submission* or *Periodical Directory* sections in this guide for more information.

Begin Another Search

To return to the Search Entry window and begin a new search, press F3. The cursor is located in the upper left corner of the Search Entry window, ready for you to type a new search statement.

You may use any of up to 50 previous search sets in a new strategy, or you may begin a new search.

Change Disc or Database

You can easily change to any other ProQuest disc and begin a new search or re-execute one of your existing strategies. Many ProQuest products are multiple disc sets covering a span of years.

Press F2 and look in the Commands window at the top right of the screen. If it lists

Change Disc ALT + F10

then you may press ALT + F10 from anywhere in the program. You may also highlight **Change Disc** and press ENTER from the Commands window (F2). Depending on how your system is set up, you will be prompted to change databases by:

- Selecting a new database from the menu, or
- Selecting **<New Disc>** from the menu.

The system saves the search strategies you used with the old database, and allows you to use the same search statements in the new database. Press TAB to switch to the Results window and move the cursor to a previous search term. Press ENTER or F7 to begin the search in the new database.

Restart the System

Press F10 to restart the system. Depending on how your system is set up, it returns to the Select Database menu or it exits ProQuest. All your previous searches are erased.

Rebooting

While running ProQuest Searchware, you cannot use CTRL + ALT + DEL to reboot the system. In order to reboot, you must exit ProQuest Searchware.

Topic Searching

Topic searching is a new way to search some ProQuest databases. With Topic searching, all you have to do is highlight a topic and press ENTER to get quick and accurate results.

Note: Topic searching is not available with every ProQuest database. Also note that Topic searching may be enabled or disabled by the system administrator or the person(s) responsible for installing and maintaining ProQuest at your location.

The Topic Search

From the Select Database menu, highlight the database you want to search and press ENTER.

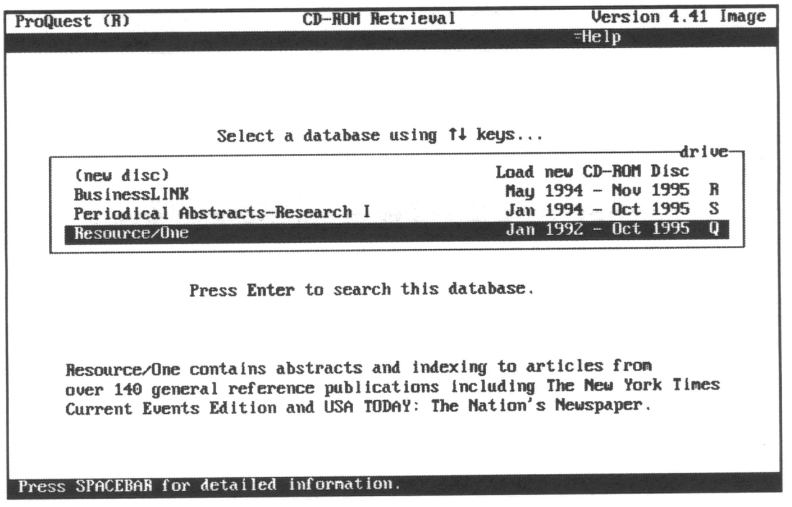
ProQuest (R) CD-ROM Retrieval Version 4.41 Image
=Help
Select a database using ↑↓ keys...
drive
(new disc) Load new CD-ROM Disc
BusinessLINK May 1994 - Nov 1995 R
Periodical Abstracts-Research I Jan 1994 - Oct 1995 S
Resource/One Jan 1992 - Oct 1995 Q
Press Enter to search this database.
Resource/One contains abstracts and indexing to articles from over 140 general reference publications including The New York Times Current Events Edition and USA TODAY: The Nation's Newspaper.
Press SPACEBAR for detailed information.

Figure 19: The Select Database menu.

A screen then appears with a choice of three searching methods, Topic Searching, Keyword Searching, and Periodical Directory, if your system allows it.

- Topic Searching offers a streamlined approach to searching. You simply select terms from lists of topics and subtopics.
- With Keyword Searching, you may enter terms and connect them with operators, select terms to search from lists of words in the Indexes (F6), search terms in specific database fields, or any combination of these methods.
- The Periodical Directory allows you to browse a list source publications by specific date, volume/issue number or Article Reference Number. Full images of articles in these publications are available.

Use ↑ ↓ to highlight **Topic Search**. Press ENTER to begin a Topic Search.

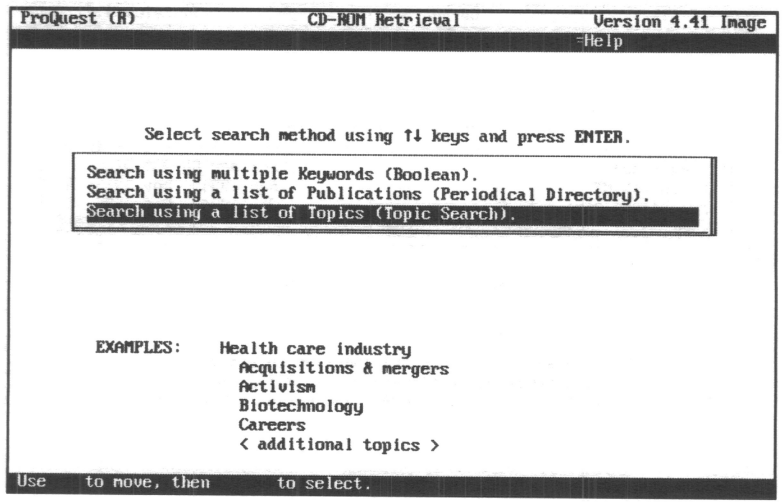
ProQuest (R) CD-ROM Retrieval Version 4.41 Image
=Help
Select search method using ↑↓ keys and press ENTER.
Search using multiple Keywords (Boolean).
Search using a list of Publications (Periodical Directory).
Search using a list of Topics (Topic Search).
EXAMPLES: Health care industry
Acquisitions & mergers
Activism
Biotechnology
Careers
< additional topics >
Use to move, then to select.

Figure 20: Select searching method.

Note: This screen will not appear if only one searching method is enabled by the system administrator or the person(s) responsible for installing and maintaining ProQuest at your location.

Database topics then are displayed on screen.

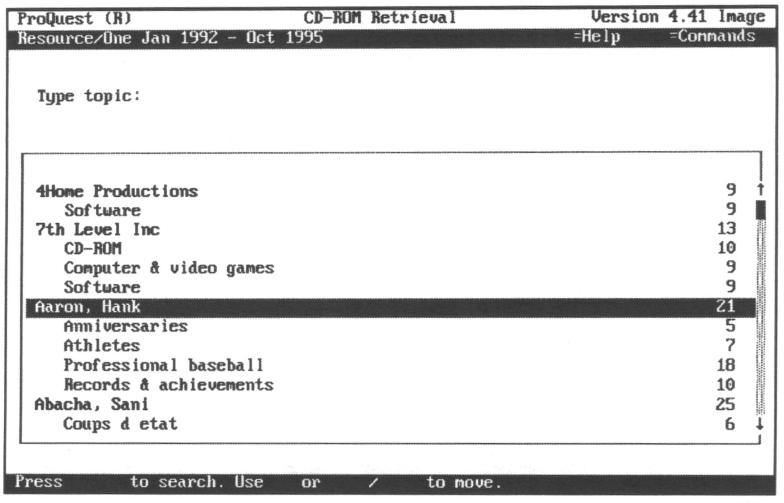

Figure 21: The Topics screen.

On the Topics screen, type the letters of the topic you wish to search, or use ↑ ↓, PgUp PgDn, + - to highlight a topic. If the topic you typed is not in the list, see the section entitled *Searching the full database*. After highlighting a topic, simply press ENTER. The system searches the topic and the results are displayed on the Titles screen. On the Titles screen, use ↑ ↓, PgUp PgDn, + - to move and select a title.

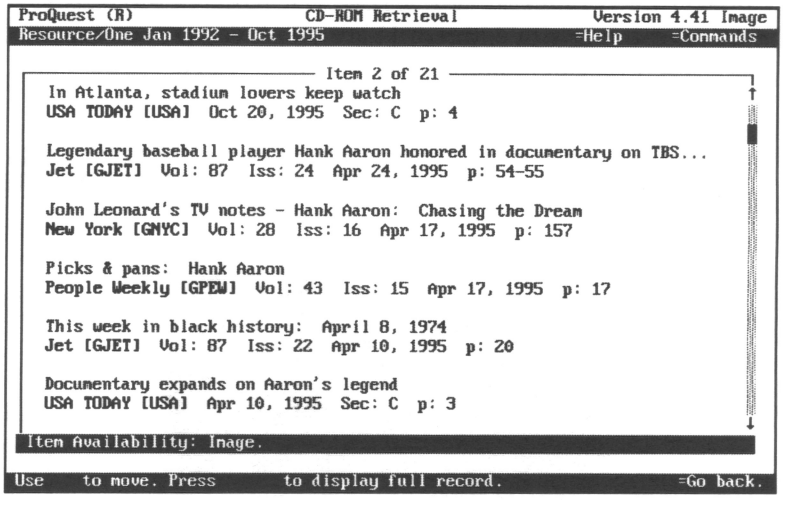
ProQuest (R) CD-ROM Retrieval Version 4.41 Image
Resource/One Jan 1992 - Oct 1995 =Help =Commands
Item 2 of 21
In Atlanta, stadium lovers keep watch
USA TODAY [USA] Oct 20, 1995 Sec: C p: 4
Legendary baseball player Hank Aaron honored in documentary on TBS...
Jet [GJET] Vol: 87 Iss: 24 Apr 24, 1995 p: 54-55
John Leonard's TV notes - Hank Aaron: Chasing the Dream
New York [GNYC] Vol: 28 Iss: 16 Apr 17, 1995 p: 157
Picks & pans: Hank Aaron
People Weekly [GPEW] Vol: 43 Iss: 15 Apr 17, 1995 p: 17
This week in black history: April 8, 1974
Jet [GJET] Vol: 87 Iss: 22 Apr 10, 1995 p: 20
Documentary expands on Aaron's legend
USA TODAY [USA] Apr 10, 1995 Sec: C p: 3
Item Availability: Image.
Use to move. Press to display full record. =Go back.

Figure 22: The Titles screen.

After selecting a title, press ENTER to view the full record. If you wish to bypass the Titles screen and move directly to the full records, press F7 instead of ENTER at the Topics screen.

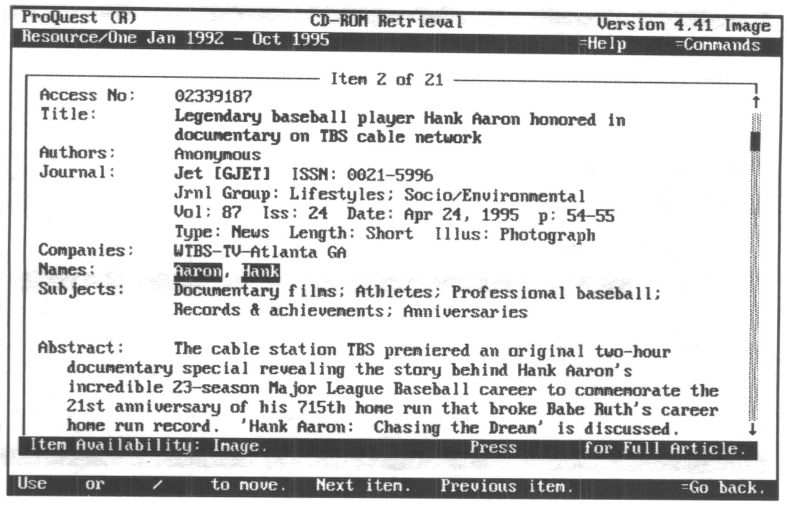
ProQuest (R) CD-ROM Retrieval Version 4.41 Image
Resource/One Jan 1992 - Oct 1995 =Help =Commands
Item 2 of 21
Access No: 02339187
Title: Legendary baseball player Hank Aaron honored in documentary on TBS cable network
Authors: Anonymous
Journal: Jet [GJET] ISSN: 0021-5996
Jrnl Group: Lifestyles; Socio/Environmental
Vol: 87 Iss: 24 Date: Apr 24, 1995 p: 54-55
Type: News Length: Short Illus: Photograph
Companies: WTBS-TV-Atlanta GA
Names: Aaron, Hank
Subjects: Documentary films; Athletes; Professional baseball; Records & achievements; Anniversaries
Abstract: The cable station TBS premiered an original two-hour documentary special revealing the story behind Hank Aaron's incredible 23-season Major League Baseball career to commemorate the 21st anniversary of his 715th home run that broke Babe Ruth's career home run record. 'Hank Aaron: Chasing the Dream' is discussed.
Item Availability: Image. Press for Full Article.
Use or / to move. Next item. Previous item. =Go back.

Figure 23: The full record screen.

If you wish to print or save a record to a disk, press F4 and follow the instructions on screen.

Searching the Full Database

If the term(s) you typed in the Topic Search Entry window are not in the list of topics, press F6 and a window displays asking if you want to search the full database.

Select **Yes** or **No** by pressing Y or N, respectively. If you selected **Yes**, the system searches the full database and the titles of the retrieved records are displayed. If you selected **No**, you are returned to the Topic Search Entry screen.

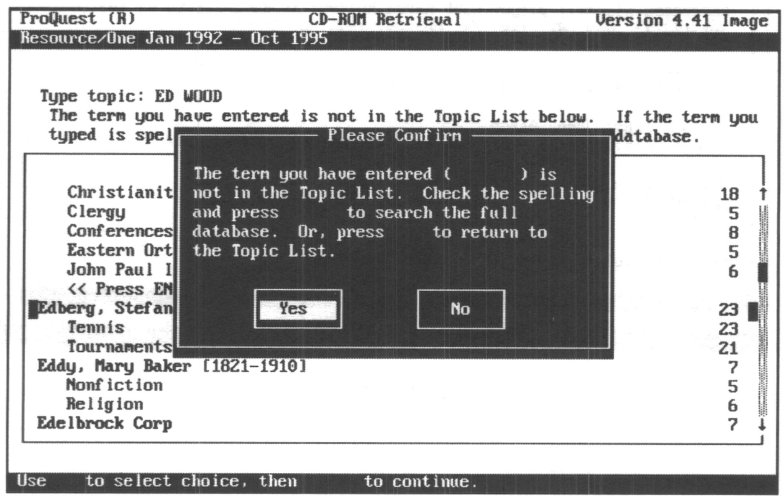
ProQuest (R) CD-ROM Retrieval Version 4.41 Image
Resource/One Jan 1992 - Oct 1995
Type topic: ED WOOD
The term you have entered is not in the Topic List below. If the term you typed is spel database.
Please Confirm
The term you have entered ( ) is not in the Topic List. Check the spelling and press to search the full database. Or, press to return to the Topic List.
Yes
No
Christianit 18
Clergy 5
Conferences 8
Eastern Ort 5
John Paul I 6
<< Press EN
Edberg, Stefan 23
Tennis 23
Tournaments 21
Eddy, Mary Baker [1821-1910] 7
Nonfiction 5
Religion 6
Edelbrock Corp 7
Use to select choice, then to continue.

Figure 24: Search full database confirmation window.

Topic Searching Features

This section will teach you how to use the full features of topic searching. You will learn how to:

- Expand the list of subtopics
- Shrink the list of subtopics
- Locate subtopics
- Use a subtopic as a main topic.

Expanding the List of Subtopics

On the Topics screen, main topics are displayed closest to the left margin, with subtopics indented below. The system automatically links a subtopic to a main topic using the operator AND. Some lists of subtopics are especially long. In order to view the entire list in these cases, you will need to expand the list by highlighting the line **<<Press ENTER here for *n* Additional subtopics>>** and pressing ENTER.

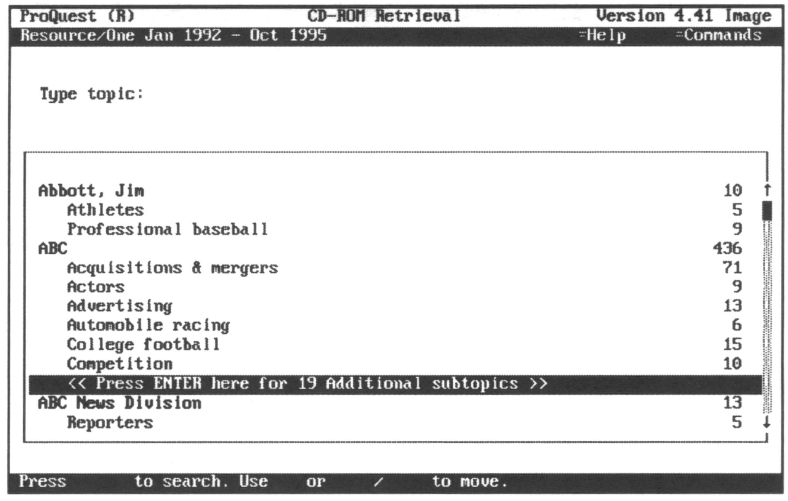

Figure 25: Expand subtopic command.

After pressing ENTER, the list of all subtopics for that main topic displays.

Shrinking the List of Subtopics

After you have expanded a subtopic list, you may want to shrink it to its original length to see other main topics and subtopics displayed. While a subtopic from the expanded list is highlighted, press F2 to open the Commands window. Use ↑ ↓ to highlight the command **Shrink Topic** and press ENTER. The list of subtopics then shrinks to its original length, and the system places you at the list's main topic.

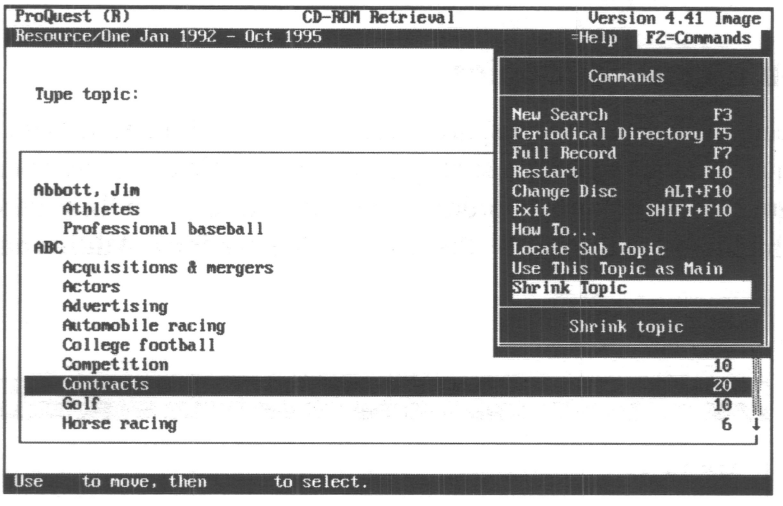

Figure 26: Shrink Topic command.

Locating Subtopics

If you want to search a main topic with a subtopic that is not visible, press F2 to open the Commands window. Use ↑ ↓ to highlight the command **Locate Subtopic** and press ENTER.

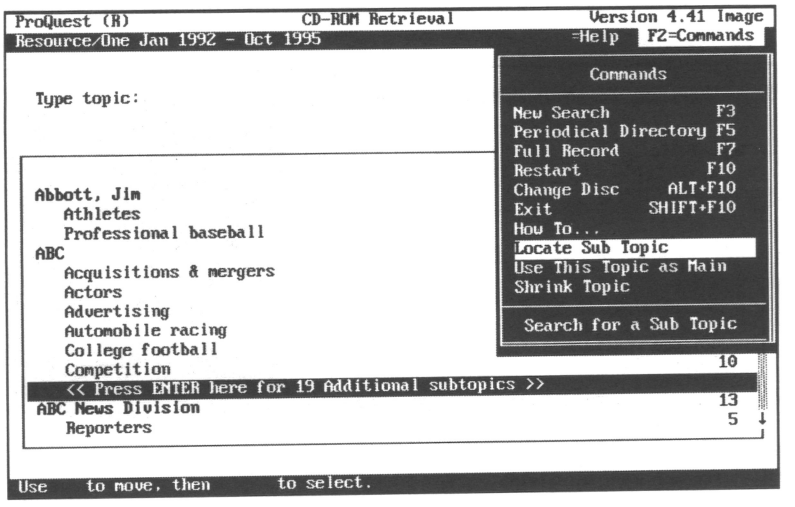

Figure 27: Locate Subtopic command.

A Locate Subtopic window then displays. Simply type the subtopic you wish to search and press ENTER. The system moves to the closest occurrence of the spelling you typed. If the subtopic you typed matches one in the list, press F7 or ENTER to search the subtopic. Pressing F7 bypasses the Titles screen and takes you directly to the Full Record screen.

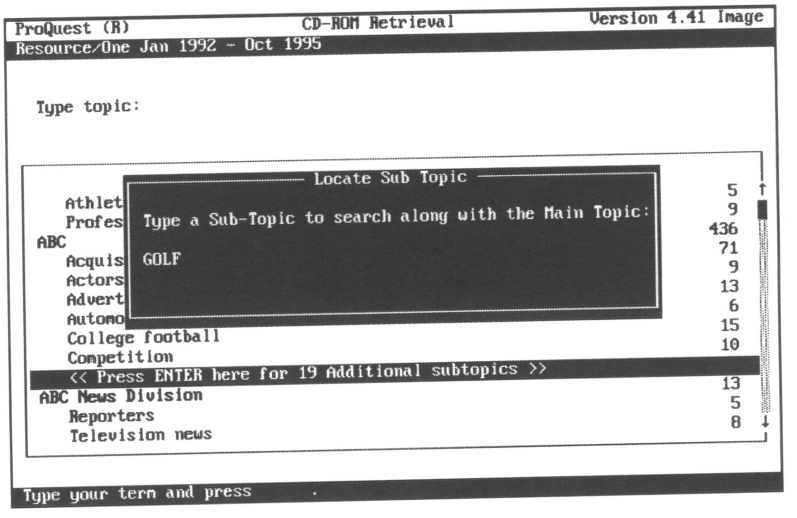

Figure 28: Locate Subtopic window.

Using a Subtopic as a Main Topic

If you see a subtopic that you would like to use as the primary focus of your search, you may change it to a main topic. With the subtopic highlighted, press F2 to open the Commands window. Use ↑ ↓ to highlight the command **Use This Topic as Main** and press ENTER.

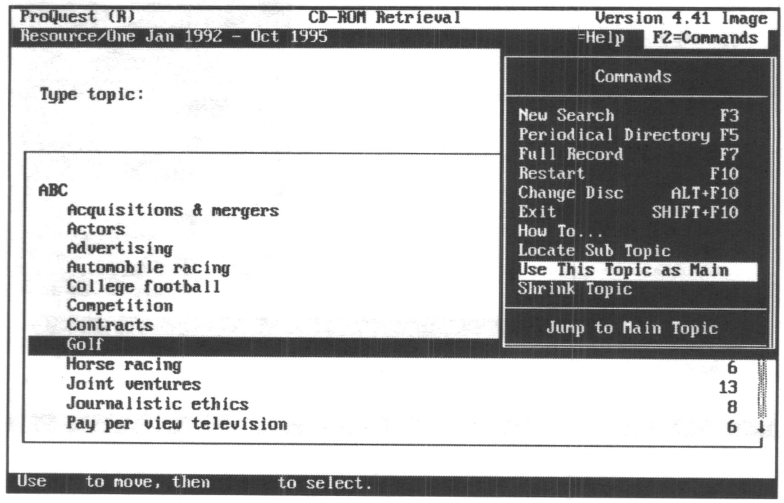

Figure 29: Use This Topic as Main command.

Press F7 or ENTER to search the new main topic. Pressing F7 bypasses the Titles screen and takes you directly to the Full Record screen.

View the Image

On an image system, as you view the records retrieved by your search, a line at the bottom of the screen indicates if the item is available to be displayed as a full image.
An **Item Availability: Image.** message displays in the lower left-hand corner if an article's image is available.

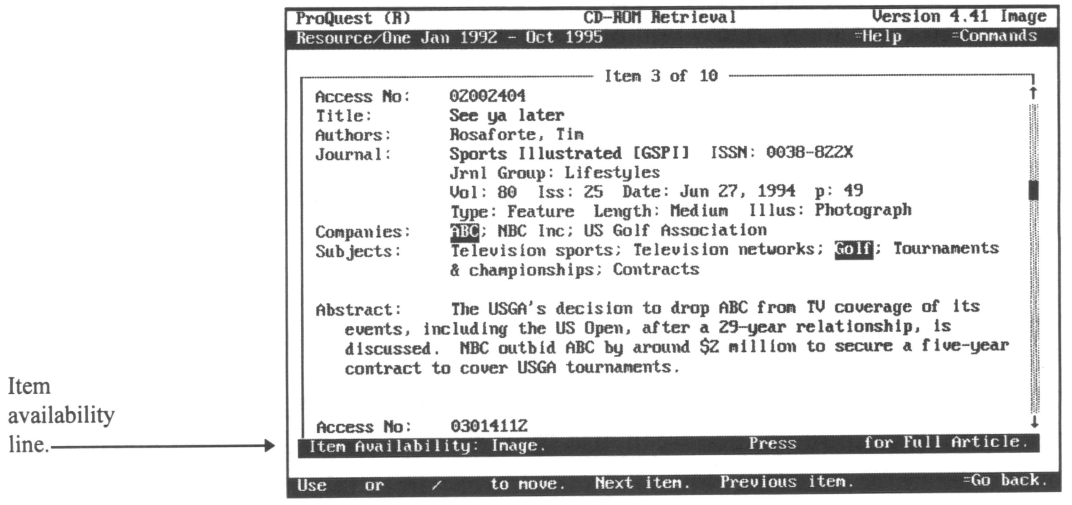
ProQuest (R) CD-ROM Retrieval Version 4.41 Image
Resource/One Jan 1992 - Oct 1995 =Help =Commands
Item 3 of 10
Access No: 0Z002404
Title: See ya later
Authors: Rosaforte, Tim
Journal: Sports Illustrated [GSPI] ISSN: 0038-822X
Jrnl Group: Lifestyles
Vol: 80 Iss: 25 Date: Jun 27, 1994 p: 49
Type: Feature Length: Medium Illus: Photograph
Companies: ABC; NBC Inc; US Golf Association
Subjects: Television sports; Television networks; Golf; Tournaments & championships; Contracts
Abstract: The USGA's decision to drop ABC from TV coverage of its events, including the US Open, after a 29-year relationship, is discussed. NBC outbid ABC by around $Z million to secure a five-year contract to cover USGA tournaments.
Access No: 03014112
Item Availability: Image. Press for Full Article.
Use or / to move. Next item. Previous item. =Go back.
Item availability line.

Figure 30: Item availability line.

To display the article, place the cursor anywhere on the record and press ENTER.

The screen identifies the image disc on which the article or document is stored. The information window prompts you to place the disc in the drive labeled IMAGE DRIVE. Be sure to press the eject button for three seconds to eject the previous disc from the CD-ROM drive. Insert the new disc. The system will then display the image after a few seconds.

Figure 31: The displayed image.

F2 for Commands

The Commands window, F2, is an important ProQuest function. The Commands window lists what commands are currently available to you and lets you select search options.

The Commands window lists different commands, depending on where you are in a search. Press F2 to open the Commands window in the upper right corner of the screen. Use ↑ ↓ to scroll through the list. A one-line message at the bottom of the window summarizes each command.

To execute a command, you may either press the key(s) listed next to the command or highlight the line and press ENTER. To close the window without executing a command, press ESC.

Scroll through Pages

Use PgUp PgDn to scroll through the pages of the displayed article. PgDn moves you to the next page of the displayed article, while PgUp moves you to the previous page of the article.

Enlarge and Reduce the Image

The F8 key enlarges the image on the screen. Press F8 repeatedly until the image is as large as you want. If the image is too large to fit on the screen, use ↑ ↓ ← → to move the image in the direction of the arrow. For example, pressing ↓ displays the lower part of the image.

Press the F7 key to reduce the image on the screen in 50% increments.

Use SHIFT + F7 and SHIFT + F8 to reduce and enlarge images in 20% increments.

Print the Article/Document

You may print all of the article or document, or only selected pages. If a debit card reader is installed, follow the directions for using it.

- To print the entire article, press F4.
- To print the current page only, press SHIFT + F4.
- Press F2 to view a commands window to execute the above and other commands.

Periodical Directory

On ProQuest Image and PowerPages systems, the ProQuest Searchware allows you to search for articles from the publications with available images. Press F5 at virtually any point in the program to access the Periodical Directory. On Image workstations, while in the Periodical Directory, you may select and then display or print an article. On PowerPages systems, while in the Periodical Directory, you may select and then print or fax an article to a destination service. This software module lists all the titles and issues that are available for each image publication. This section explains the functions and features of the Periodical Directory.

Select a Publication

If you are running ProQuest in the Periodical Directory only mode, after pressing ENTER from the Select Database menu, you will see an alphabetical list of all the publications available in the directory. Otherwise, simply press F5 to enter the Periodical Directory and view the list of available image publications. Scroll through the list using ↑ ↓ or PgUp PgDn, or by typing in the first few letters of the publication title. The system repositions the directory to the title beginning with the letters you type. Press ENTER to select a publication.

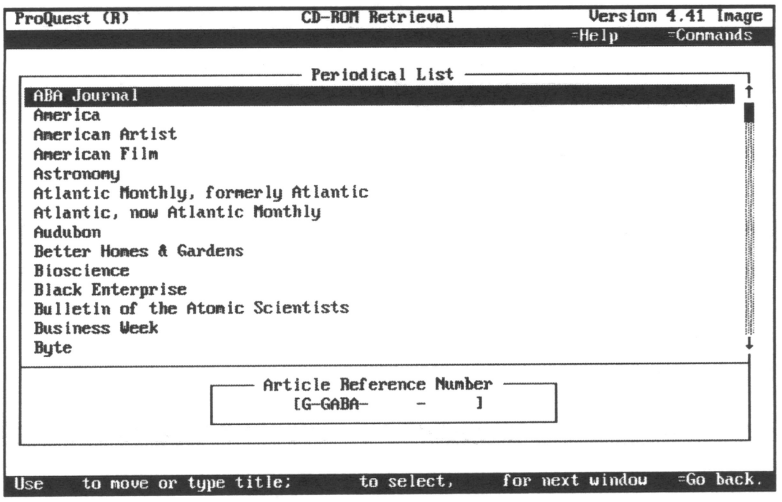

Figure 32: Select a publication.

Select an Issue

Once a publication is selected, choose the issue you want from the list of available choices. The screen lists the available issues by publication date, volume number and issue number. The most recent issues are listed first. Special features in the issues are noted, as are issues containing supplements, indexes or parts of series. You may select an issue by using ↑ ↓ to scroll to the issue you want and press ENTER, or use the TAB key to move to the Issue Locaters box. This feature lets you narrow down the list of available issues. Type in as much information as you know (date of publication, volume or issue number) and press ENTER. The system locates all of the issues that match the information you typed in. Scroll to the issue you want using ↑ ↓ and press ENTER to view the Table of Contents for that issue.

Use the Article Reference Number (ARN)

An Article Reference Number (ARN) is a unique reference number assigned to an article that is available on the image CD-ROM. Any ARN may be entered into the Periodical Directory to locate an article. Use TAB to move to the ARN box, enter the complete ARN and press ENTER to select the article.

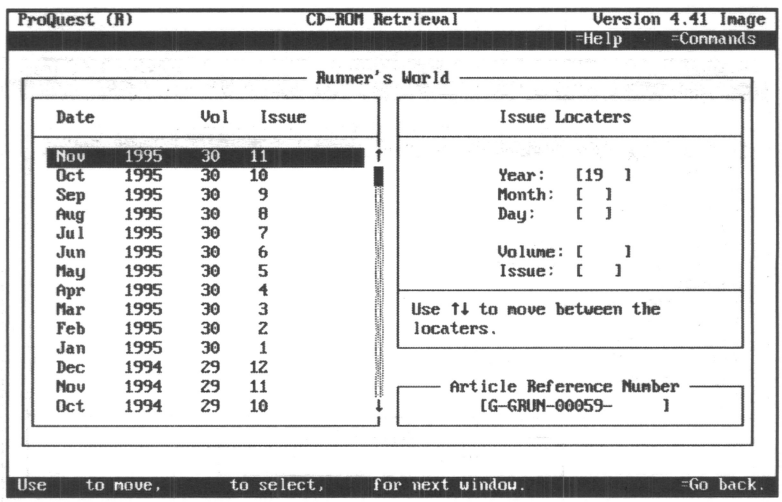

Figure 33: Select an issue.

To obtain an article's ARN from the Searchware:

1. At the Titles or Full Record screens, place the cursor on a record that is available on CD-ROM. (An **Item Availability: Image.** message displays in the lower left-hand corner of the screen if the article is available on CD-ROM.)
2. Press F2. Highlight **Display ARN** and press ENTER. The article's ARN then displays.

Select an Article or Page

Once the list of articles is displayed, select the article or page you want to display, print or fax (depending on whether you are using an Image workstation or a PowerPages system.) At this screen, you can choose an article or page by:

1. Selecting the article directly. Move the cursor to the title you want and press ENTER.
2. Entering the page number of an article. Press TAB to move to the Page Number in Periodical box and type the page number to display the specified page of the periodical.
3. Entering a complete Article Reference Number (ARN). Use TAB to move to the Article Reference Number window, enter the complete ARN and press ENTER.

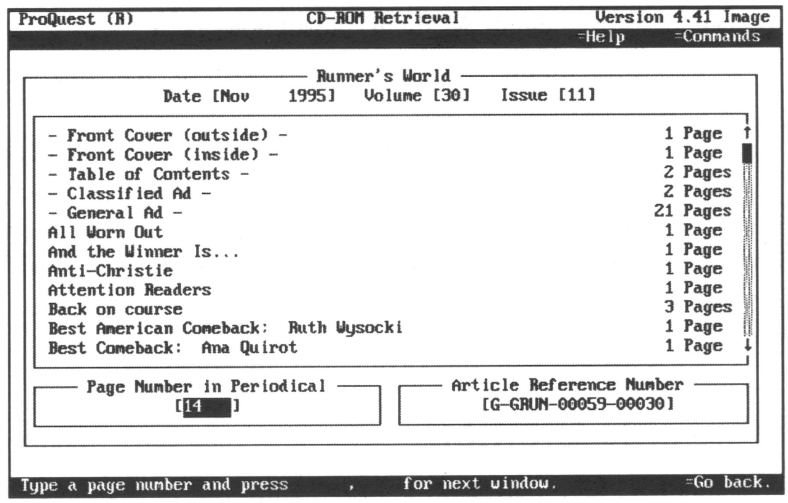
ProQuest (R) CD-ROM Retrieval Version 4.41 Image
=Help =Commands
Runner's World
Date [Nov 1995] Volume [30] Issue [11]
- Front Cover (outside) - 1 Page
- Front Cover (inside) - 1 Page
- Table of Contents - 2 Pages
- Classified Ad - 2 Pages
- General Ad - 21 Pages
All Worn Out 1 Page
And the Winner Is... 1 Page
Anti-Christie 1 Page
Attention Readers 1 Page
Back on course 3 Pages
Best American Comeback: Ruth Wysocki 1 Page
Best Comeback: Ana Quirot 1 Page
Page Number in Periodical
[14]
Article Reference Number
[G-GRUN-00059-00030]
Type a page number and press , for next window. =Go back.

Figure 34: Select an article or document.

How to Cite a ProQuest CD-ROM Article

Citations of articles researched from ProQuest databases require particular formatting. The example below includes:

- a typical article abstract
- the correct bibliographic citation for the abstract
- the correct footnote citation for the abstract

The sample citations are based on guidelines in:
Gibaldi, Joseph. MLA Handbook for Writers of Research Papers. 4th ed. New York : MLA, 1995.

Sample Abstract

Access No:	02295068 ProQuest Periodical Abstracts
Title:	Columbia plugs in to Miles legacy
Authors:	Morris, Chris
Journal:	Billboard [GBIL] ISSN: 0006-2510 Jrnl Group: Business Vol: 107 Iss: 12 Date: Mar 25, 1995 p: 12, 91 Type: Feature Length: Medium Illus: Photograph
Names:	Davis, Miles; Shorter. Wayne; Hancock, Herbie; Williams, Tony; Roney, Wallace
Subjects:	Musical recordings; Jazz; Musicians & conductors; Musical performance
Abstract:	On May 2, 1995, Columbia will release 'The Complete Live At The Plugged Nickel 1965.' The eight-CD boxed set features two spectacular nights' worth of performances by Miles Davis, Wayne Shorter, Herbie Hancock, Tony Williams and Wallace Roney at the Plugged Nickel, a now defunct club in Chicago. Item availability: CD-ROM.

Sample Bibliographic Citation

Morris, Chris. "Columbia Plugs in to Miles Legacy." Billboard 25 Mar. 1995: 12, 91. General Periodicals Research I. CD-ROM. UMI-ProQuest. Aug. 1995.

(Section 4.8.2, p.154)

Sample Footnote Citation

Chris Morris, "Columbia Plugs in to Miles Legacy," Billboard 25 Mar. 1995 : 12, 91, General Periodicals Research I, CD-ROM, UMI-ProQuest, Aug. 1995.

(Appendix B. Section B.1.7, p.250)

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